

JOB ANNOUNCEMENT

POSITION: Part-Time Warehouse Worker
PROGRAM: Food Distribution
SUPERVISOR: Food Distribution Director
SALARY RANGE: \$12.61 (Grade: 09, Step 02)
BUDGET LINE ITEM: 20-4550-0000-22-6000
LOCATION: Owyhee, Nevada - Food Distribution

OPENS: May 3, 2022

CLOSES: May 17, 2022

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

Special Considerations:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal member personal data and comes into direct contact with children and seniors. This position operates warehouse equipment, and safe operation mandates the operator be not be under the influence of drugs or alcohol. Additionally, this person periodically operates a Tribal vehicle.

Job Summary:

The incumbent will assist at the Commodity Foods Building under the direct supervision of the Food Distribution Director. This position will be on call or as needed, working hours will not exceed 58 hours bi-weekly.

Specific Duties:

1. Accept and check for accuracy and condition of all food shipments.
2. Issue commodities monthly, daily or weekly.
3. Record all food products accurately on the Automated Inventory System.
4. Conduct inventory control on multi-food order shipments quarterly.
5. Conduct a monthly physical inventory or as needed.
6. Maintain a temperature control log, fire extinguisher and pest control log.
7. Prepare all records utilizing the computer.
8. Prepare the input data for perpetual monthly inventory on the computer.
9. Maintain cleanliness inside and outside of the building.
10. General maintenance of the building.
11. Process food orders on the Automated Inventory System
12. Unload commodities from multi-food and fresh produce shipments.
13. Performs other duties as assigned.

Minimum Qualification: The incumbent must have

1. A high school diploma, GED, or based on work experience requirement.
2. One year or more commodity warehouse and supply clerk experience
3. Must be physically able to lift up to 80 pounds.
4. Must be able to operate an electric pallet and manual pallet jack.
5. Must be to work with minimum supervision.
6. Must be able to operate basic office equipment, desktop and laptop computers.